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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

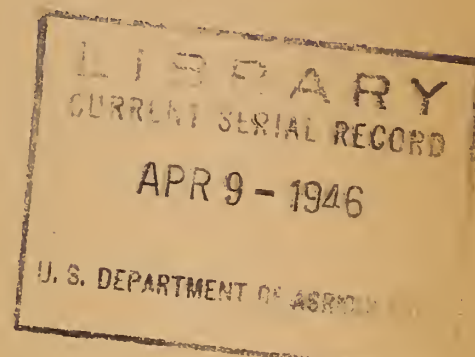
October 29, 1945

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. AD-105

To: Officer in Charge, Meat Grading Service,
Production and Marketing Administration

From: R. D. Conklin, Administrative Officer,
Livestock Branch

Subject: Verifying Bank Deposits Made by Field Offices



In order that Mr. L. D. Tobin may have a further check on bank deposits made by the various meat grading offices, it is requested that, effective with the receipt of this memorandum, a signed copy of the certificate of deposit should be forwarded to Mr. Tobin, together with the Schedule of Collection and the Form MGS 3.

It is my understanding that Certificates of Deposit are now prepared in sextuplicate. Five are submitted to the bank for signature and one retained for office files. The bank retains two copies and returns three signed copies to the field office making the deposit. That office in turn submits the duplicate and triplicate copies, along with the original and five copies of the Schedule of Collection, to the Chief Fiscal Officer. This leaves one signed and one unsigned copy of the Certificate of Deposit for the use of the field office. Accordingly, therefore, the unsigned copy should be retained in your file and the signed copy be submitted to Mr. Tobin.

R. D. Conklin

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

October 29, 1947

Mr. J. H. and Mrs. J. H. Smith, 1234 Main St., St. Paul, Minn.

Dear Mr. and Mrs. Smith:

I am very pleased to hear that you are interested in the

work of the Bureau of Plant Industry.

The Bureau of Plant Industry is a part of the United States Department of Agriculture and is concerned with the study and control of plant diseases and insects. We are interested in the work of the Bureau of Plant Industry and would like to hear from you again.

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